

## 2016 Overview for Incident Rental Vehicles on the Region 6 Enterprise BPA

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**This document and the BPA can be found at:** <http://www.fs.usda.gov/goto/r6/workingtogether/contracting/fact>

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**SCOPE:** The **Region 6 Enterprise Incident BPA #AG-04H1-B-16-9999** is intended for use on incidents where the vehicle is anticipated to be traveling OFF ROAD and a 4x4 pickup or SUV is needed or to provide a compact/standard non-off-road car to personnel who are not self-sufficient. The vehicle must be rented under BPA #AG-04H1-B-16-9999 for the terms and conditions of the BPA to apply.

*If you **are not taking the vehicle off-road DO NOT rent an off-road vehicle under this agreement.** Work with your travel provider to make rental arrangements for a standard vehicle or if you are not self-sufficient read the options below for instructions.*

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### RENTAL METHODS, ORDERING, REASSIGNMENTS & PROCEDURES

Renters have the option of:

- 1) Renting and Paying directly with Enterprise** (Off-Road vehicles only) or
- 2) Ordering through Dispatch and having FACT pay**

#### ***Option 1- Employees Renting OFF-ROAD Vehicle Direct on Government Travel Card:***

Agency employees may now order directly off this agreement and pay with their government travel card. A separate E# IS NOT needed when the vehicle is being paid for directly by an employee but the resource order for the Employee must have rental authorized in special needs.

A. Make your reservation ON LINE at [www.enterprise.com](http://www.enterprise.com)

- Enter the following corporate number to access the BPA terms and rates: FGX4604
- Enter the 3 digit pin number: **USD**
- The website will prompt you for information, including resource order #, incident name, etc.

B. Call to reserve a vehicle 1-800-325-8007

- Provide the **BPA Code #FGX4604**
- Provide your resource order # and incident name

C. Rent directly at the Rental Counter (subject to availability)

- Provide the **BPA code #FGX4604**
- Provide your resource order # and incident name

***Note: Vehicles rented under Option 1 WILL NOT be tracked by dispatch or paid by FACT. There is no need to inform FACT when the vehicle is reassigned as it will be tracked and paid for by the renter.***

**Option 2 - Individual or Multiple Ground Support Vehicles Ordered by Dispatch Center (Including Off Road Rentals for AD's or Standard Non-Off-road cars for not self-sufficient personnel) to be paid under the BPA:**

A. The ordering host Dispatch center will:

- Create Equipment Request(s) (E#) for the vehicle(s) needed (SUV, Pickup, or standard Car). Identify the driver of the vehicle in special needs if known.
  - The intention of the non-off-rad vehicles is to supply a standard car to personnel who are in need of a vehicle to support the incident but are not self-sufficient. The driver's information must be provided on the resource order.
- Call the appropriate Enterprise Rental for their area to make the reservation:
- Email Resource order to: Region6resourceorder@ehi.com
  - **Oregon and/or SW Washington** (excluding Pendleton/Hermiston and Vale/Ontario) - (503) 421-6508
  - **Washington and/or Hermiston/Pendleton** (excluding SW WASHINGTON) – (206) 280-0697
  - **Ontario Oregon or Southern Idaho Locations** – Call (208) 941-1547
    - NOTE these numbers are not 24 hour numbers. Leave a message and your call will be returned as soon as possible.
- Email Resource order to: Region6resourceorder@ehi.com OR
- Fax Resource order to: (503)467-5547

B. Inform the agent the need and provide them the information from the resource order. The agent will not usually be able to tell you on that call when the vehicle(s) will be ready. They will respond back with confirmation of when and where the vehicle(s) will be ready to pick up.

C. Provide the driver of the vehicle a **\*R6 ENTERPRISE PAYMENT ENVELOPE/COVER SHEET**. This needs to remain with the vehicle until it is ready to be returned to Enterprise.

- The driver of the vehicle will get a Rental Agreement from Enterprise (i.e. pink sheet). Please ensure the information on the agreement matches the resource order and place the agreement in the payment envelope.

**RESOURCE ORDER FILL INFORMATION:**

- Fill information will be tracked for vehicles rented under **Option 2 only**.
- Fill information will be available daily on the FACT website.  
<http://www.fs.usda.gov/goto/r6/workingtogether/contracting/fact>
- When entering fill information on the resource ensure the License plate, make and model are included.

**REASSIGNMENTS:**

- Reassignments will be tracked for vehicles rented under **Option 2 only**.

- If the vehicle is going to be reassigned from one incident to another the host dispatch center shall inform FACT of the reassignment. Please do not send reassignment notices to Enterprise.
- Email BOTH the current and the reassignment order to [fact@fs.fed.us](mailto:fact@fs.fed.us) or fax to 971-244-7245

**INSPECTIONS:**

- **All vehicles** rented on the BPA require a pre-use inspection at the incident. This is a mechanical/safety inspection performed by ground support.

**DAMAGES & CLAIMS:**

- This applies to both **Option 1 and 2**
- Document damages like you would anything else, i.e. on a SF-95 or other claim documentation.
- Submit damage documentation inside the R-6 ENTERPRISE PAYMENT ENVELOPE/COVER SHEET or you can email documentation to [fact@fs.fed.us](mailto:fact@fs.fed.us) with a copy of the resource order.
- Damage claims are processed and paid by a contracting officer within FACT. As an operator of the vehicle you may receive questions or be requested to submit additional documentation regarding the claim.

**\*R-6 ENTERPRISE PAYMENT ENVELOPE/COVER SHEET**

Vehicles ordered under this BPA via **Option 2** need to use a R6 ENTERPRISE PAYMENT ENVELOPE/COVER SHEET to track usage. The operator(s) of the vehicle or ground support is responsible for ensuring the cover is completed and updated. Please track each incident the vehicle is assigned to and record the name and signature of the operator. This form is recommended, but not required, for Option 1.

Include the following documents with the envelope when a payment is returned to FACT:

- Enterprise Rental Agreement (Pink copy from Enterprise)
- Resource Order for each incident it was assigned to
- Copy of inspection
- ALL Damage Documentation
- Any relevant miscellaneous documentation.
- *Note: Shift tickets are not required!*

The envelope and all documents should remain with the vehicle until it is ready to be returned to Enterprise. Envelopes will be distributed to dispatch centers pre-season. If you have a need for additional envelopes please contact Juanita Dickson with FACT.

**DEMOBILIZATION AND PAYMENT DOCUMENTATION:*****Option 1 - Employees Renting OFF ROAD Vehicle Direct on Government Travel Card***

- Return the vehicle to the company, pay with your travel card, and claim on travel voucher for reimbursement.
- Do not send anything to FACT!

***Option 2 - Individual or Multiple Ground Support Vehicles Ordered by Dispatch Center***

(Including Off Road Rentals for AD's or Standard Non-Off-road cars for not self-sufficient personnel) to be paid under BPA:

- Ground Support and Finance should coordinate the demob schedule. Each incident is to be provided a copy of any documents requested.
- Once the vehicle is being returned to Enterprise the R6 ENTERPRISE PAYMENT ENVELOPE and ALL supporting documents are to be returned to FACT at the address below:

R6 Fire & Aviation Contracting Team  
Redmond Air Center  
Attn: Rental Car Invoices  
1740 SE Ochoco Way  
Redmond, OR 97756